

REDEPLOYMENT POLICY AND PROCEDURE

WeST holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Person(s) responsible for updating the policy:	Tori Cooper, Assistant HR Advisor & Jocelyn Davis, Director of HR
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1 Introduction

WeST recognises and values the contribution of all employees and is committed to utilising the skills and experience of our staff to provide the highest quality of education. The Trust recognises that a change in circumstances may necessitate the redeployment of employees to alternative roles and as such is committed to ensuring a fair and consistent approach is applied by all parties.

An effective Redeployment Policy and Procedure facilitates the retention of valuable skills and experience within the Trust. It contributes to a positive working environment and meets the Trust's moral and legal obligations whilst ensuring that the Trust continues to recruit new skills and talent to deliver the highest quality of education in great schools.

This policy outlines the circumstances in which redeployment for employees within the Trust will be considered and is intended to apply to staff that, for a number of reasons, are no longer able to continue in their current role. In this context, redeployment means the same as suitable alternative work. Redeployment may be on a temporary or permanent basis.

All managers should accept a corporate responsibility for Trust employees and make every effort to respond positively to applications from employees who are subject to redeployment.

2 Potential Reasons for Redeployment

- Restructuring within a school/Unit
- Occupational Health Recommendation
- Avoidance of Redundancy
- Other situations where redeployment is considered an option for a member of staff*

*subject to discussion with Human Resources. Also see Section 6 – Other Requests for Redeployment.

3 Principles

3.1 The Trust recognises its duty in seeking suitable alternative work for employees in the following circumstances:

- When, as a result of restructuring, the employee's job no longer exists or is substantially changed.
- By reason of disability or other medical reason, the employee is no longer able to continue in his/her current role despite the implementation of reasonable adjustments to that role.
- As a result of changing needs or interests of the Trust

In addition to the duty accepted by the Trust, there is also a responsibility in such situations for the employee to co-operate in the identification and investigation of new opportunities for work within the Trust and to accept reasonable requests for training and skills development in order to adapt to new opportunities.

3.2 When considering redeployment and the suitability of other positions, the following criteria should normally be taken into consideration:

- Pay/grade
- The employee's personal circumstances, qualifications and career aspirations
- Working environment
- Hours of work
- Nature of work, e.g. minimum skills required to do the job
- Geographical area

3.3 Wherever possible, the Trust will seek suitable alternative work on comparable terms and conditions, but this may not always be possible within a reasonable span of time (normally 3 months).

3.4 It is important to note that it should not be assumed that an individual will not be interested in a particular position because it is at a lower grade. The individual should be given the opportunity to consider whether they are prepared to take on a job at a lower grade. It should be noted, however, that positions at a higher level/grade will not normally be considered as suitable alternative work for redeployment purposes. Such positions may be sought through normal competitive processes.

3.5 In order to be eligible for redeployment, employees should have at least 1 year continuous service at the point their current role is due to cease, including those on a fixed term contract. This does not apply to redeployment due to ill health, following any unsuccessful reasonable adjustments to the substantive post.

4 Process

Initially, the Head of Unit/Headteacher/Principal/Line Manager and HR Business Partner will be made aware of the redeployment case. There may be different needs for redeployment (see Section 2); however the following stages will apply in most cases (also see Appendix 1 – Redeployment Procedure Flowchart). These also apply where a disability or other medical reason has resulted in the employee being unable to continue in their current role, despite the implementation of reasonable adjustments.

4.1 Notification of Eligibility for Redeployment

This notification could take place as part of a meeting to confirm the ending of a fixed-term contract, or selection for redundancy, or the outcome of an occupational health recommendation in the event these apply.

These discussions should take place between the member of staff and their Head of Unit/Headteacher/Principal/Line Manager, to inform them of their eligibility for redeployment to a different School/Unit. Where appropriate, a member of the HR Team will support the meeting.

The notification meeting should be focused on informing the employee of their eligibility for redeployment, explaining the process and dealing with any questions/concerns they have. The employee can be accompanied by a trade union representative or work colleague at the meeting.

The meeting will cover the redeployment process and explore the types of roles for which he/she would like to be considered, together with relevant skills, experience and potential training needs.

4.2 Pay Protection

The Trust will make every effort to identify suitable alternative employment/redeployment at the same grade, however should an employee elect to accept post agreed as a reasonable alternative at a lower grade, current pay will be protected or salary safeguarded in accordance with terms and conditions of service (currently 3 years for teaching staff, 2 years for support staff) from the date of appointment to the new post. During this period, employees may be asked to participate in reasonable projects to use their skills appropriate to their protected pay/grade. The pay protection period will cease at the end of the 2 or 3 years when the employee's salary will revert to the top non-discretionary point of the new grade.

If the employee voluntarily changes position during the period of pay protection, the protection would normally lapse.

If the employee chooses to take a lower grade job or lower hours which is not seen as a suitable alternative but is their choice, then pay protection would not apply.

4.3 Redeployment Form

Every redeployment process should have a Redeployment Profile Form (see Appendix 2) to evidence and capture details of the redeployment case. The form will be used to help the staff member and the Trust to identify a suitable alternative role. The Redeployment Profile Form should be submitted to HR@westst.org.uk and the HR Team will support the member of staff in identifying potential suitable alternative roles.

4.4 Position Identified

The Heads of School/Unit will be encouraged to identify suitable opportunities for redeployment within their own School/Unit in the first instance. If there is nothing suitable within the School/Unit, the HR Team will support with identifying other vacancies that may be suitable alternatives in other Schools/Units of the Trust. There has to be a genuine vacancy; no positions will be created purely for the purposes of redeployment. Individuals will be advised to also refer regularly at the Trust's website to identify posts in which they may be interested.

Once a potentially suitable position has been identified by the HR Team, the individual or their manager, the HR Team will liaise with the recruiting manager to review whether the individual meets the essential criteria for the job.

If the individual seeking redeployment meets the essential criteria for the job, he/she will be given prior consideration for the post by means of interview in advance of any other internal/external candidates being considered. If the individual does not meet the essential criteria but with a reasonable amount of training would, he/she should still be considered prior to other candidates. The interview should take place as quickly as possible as any external advert may be delayed as a consequence of this process.

If it is concluded that the individual does meet the requirements of the position, he/she should be offered the post before consideration of any other candidates. If, however, it is concluded that the individual does not meet the requirements of the post, the recruiting manager will provide written feedback explaining the reasons for this decision.

If more than one employee seeking redeployment expresses an interest in a particular post, a competitive selection process in line with the Trust's normal procedure will take place, limited to those seeking redeployment.

4.5 Redeployment Placement Meeting

The redeployment placement meeting should be used as an opportunity to identify what support will be provided during the transition period, including opportunities for skills training as required. Ideally, the new Line Manager will be invited to the meeting and be included in the planning of the induction process.

If the redeployment placement is at another school within the Trust, the cost of the role during the trial period with regards to each school's budget should be agreed. It may be appropriate to discuss budget arrangements outside of this meeting however a decision should be agreed prior to the trial period.

4.6 Induction

An induction should be provided for every placement however the format may vary depending on the role. If the new role is in a different School/Unit, local procedures must be covered as part of the induction as a minimum.

4.7 Trial Period

Employees have the right to a minimum 4 week trial for any alternative employment they are offered. The 4-week period could be extended for a limited period to allow for training or if part of the trial period falls during school closures. The extension must be agreed in writing before the trial period starts. In most cases, trial periods will not exceed 6-8 weeks.

4.8 Trial Review

Where a member of staff considers a redeployment to have been unsuccessful, the Trust will seek to find an alternative position unless the Trust judges that the redeployment has been successful or judges that the resistance of the member of staff to positive engagement with the new roles and (possibly) School/Unit is a significant factor in the failure. In such cases a discussion will take place with the employee to ascertain the reasons for any resistance and to encourage engagement with the process. In cases where it is not possible to secure an assurance from the employee on positive engagement they will be informed that attempts by the Trust to support them in redeployment will cease, but that they will be fully entitled to apply for other posts in the Trust on a competitive basis.

Where the redeployment is considered by both parties to be successful, there will be no further action under this policy. All relevant paperwork must be completed to reflect the change of role.

If the redeployment is considered to be unsuccessful by the Line Manager, reasons will be provided and the employee will return to the redeployment pool for any period of their contract that remains.

5 Redeployment to Avoid Redundancy

Although the Trust is committed as far as possible to protecting the employment security of employees, it is recognised that there are a variety of ways in which redundancy situations may potentially arise. Redeployment as a result of redundancy will be dealt with in accordance with the Redundancy Policy.

6 Other Requests for Redeployment

The Trust recognises that there will be occasions when individuals wish to seek redeployment to an alternative role for a variety of reasons of their own. If employees are seeking redeployment for personal preference reasons, pay protection would not apply. Whilst the Trust has no requirement to support such requests, the Trust may give sympathetic consideration to redeployment in the following circumstances:

- Where a request for flexible working, made in accordance with the statutory provisions, cannot be accommodated within his/her current role.
- At the request of an individual who wishes to reduce his/her level of responsibility.
- As a result of a formal recommendation made under a for Trust policy/procedure, such as disciplinary/grievance action.
- Where there is a breakdown of a working relationship.
- The process to be followed in such cases will depend on the circumstances of the situation. HR will liaise with the appropriate Head of School/Unit to determine an outcome.

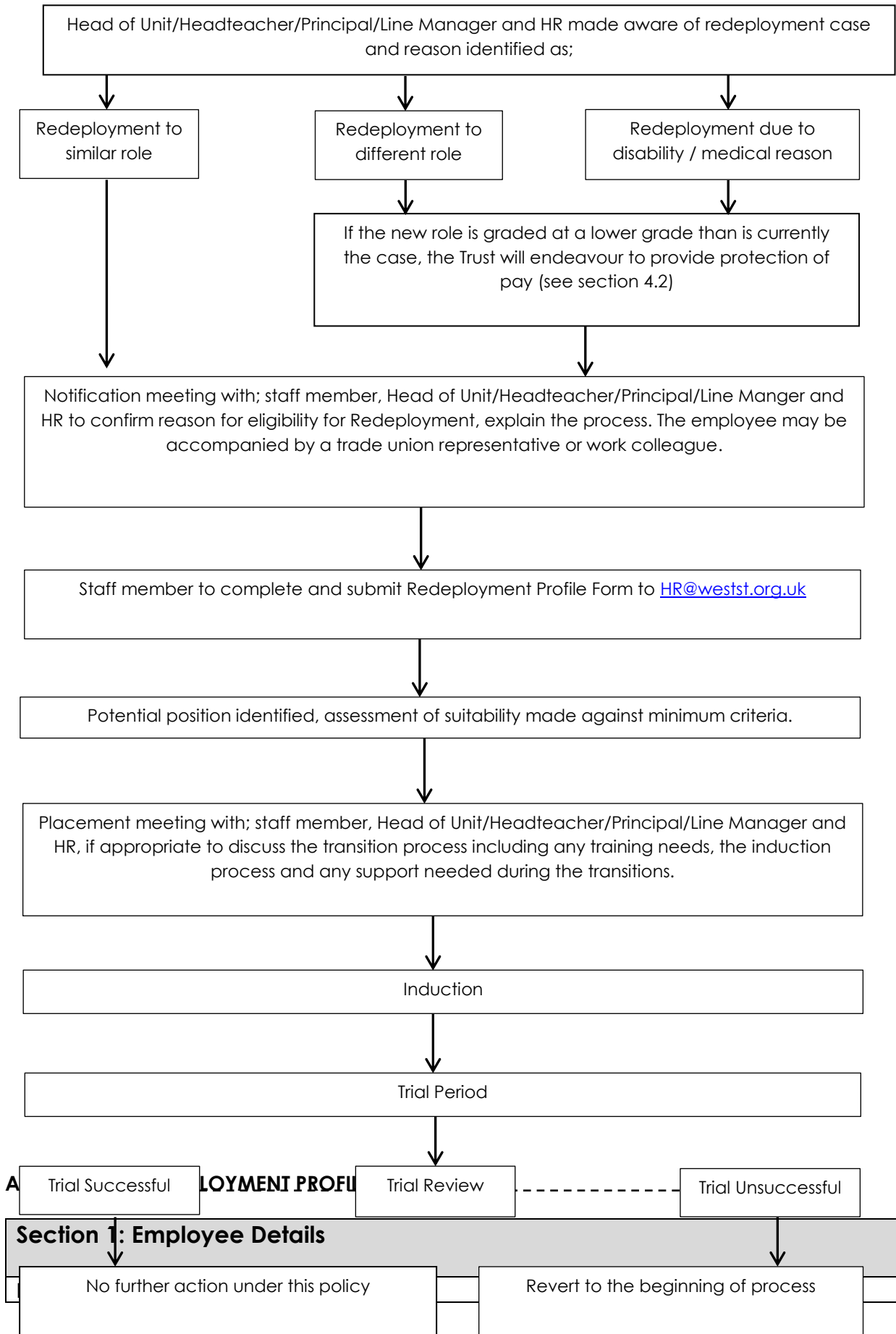
Pay protection will not apply to employees who voluntarily request to move to a post at a lower grade or who are seeking redeployment to a post at a lower grade as a result of conduct or capability action.

7 Training

The Trust is committed to supporting reasonable training to enable employees to be redeployed to a suitable alternative position.

All advertised vacancies are available to view at www.westst.org.uk

APPENDIX 1 – REDEPLOYMENT PROCEDURE FLOW CHART



School/Unit:	
Job Title:	
Grade and scale point:	
Name of HR Team member supporting:	
Start Date with WeST:	
Internal Contact Number:	
Work Email Address:	
Line Manager:	

Section 2: Current Employment	
Date appointed to current role:	
Pension Scheme:	If you are a member of a Westcountry Schools Trust pension scheme please indicate which scheme: TPS <input type="checkbox"/> LGPS <input type="checkbox"/>
Hours of work:	Full time: <input type="checkbox"/> Part time: <input type="checkbox"/> Would you consider vacancies that were part time if you currently work full time or full time if you currently work part time? Yes <input type="checkbox"/> No <input type="checkbox"/>
	What is your current work pattern i.e. what day/hours are you contracted to work? Would you consider changing your current work pattern? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Current end date (if fixed-term): DD/MM/YYYY
	Work location: What is your current work location? Would you wish to be considered for vacancies based at other sites/locations?
	If yes, please give an indication of the days/hours you could work:

Contract:	Would you consider accepting a fixed-term contract? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Summary of main duties and responsibilities and % of time spent on key areas:	
Main duty or responsibility:	% of time spent
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

Section 3: Employment History				
Name & Address of Employer:	Job Title & summary of Main Duties and Responsibilities:	Dates (DD/MM/YYYY)		Reason for leaving:
		To:	From:	

Section 4: Education, Qualification and Training				
Name of School/College/University /Training Provider/Awarding Body/Professional Body	Subject	Qualification	Result/Award (including classification)	Date Awarded (DD/MM/YYYY)

Are you a member of a professional body? If so, please confirm which professional body and your type/level of membership:

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Section 5: Skills Profile	
Please outline what you consider to be your key skills and strengths:	
Any other additional information to support redeployment:	
Section 6: Role Preference	
<p>Would you consider a role type that may mean a change from your current pension scheme?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Would you consider a role at a lower grade with a lower salary (i.e. a role that is not deemed a suitable alternative and would not be pay protected)? (Selecting 'no' for this will not affect any right that you may have to a redundancy payment)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Section 7: Training or Development Needs Analysis	
<p>Declaration</p> <p>I confirm that I wish to be considered for redeployment/selection and am aware that the details of this form and any other relevant information I provide will be shared with recruiting departments. I am aware that a reference may/will be sought from my current line manager to support the selection process.</p> <p>I certify that to the best of my knowledge, the information given in this form is accurate and without omission. The Trust reserves the right to withdraw any offer of employment or to dismiss where any inaccurate or misleading information have been provided. I also consent to the date on this form being processed by the Trust in accordance with the terms of the Data Protection Act 2018.</p> <p>Signature..... Date:</p> <p>This form should be submitted to HR@westst.org.uk</p>	

POLICY HISTORY

Policy Date	Summary of Change	Contact	Version / Implementation Date	Review Date
04/12/2019	New policy	WeST HR	12/12/2019	December 2021